

APPRENTICESHIPS

DEFINITION

Apprenticeships are formal systems of training supervised by the work-based learning coordinator while the student is in high school. This process is approved by Bureau of Apprenticeship and Training (BAT). The Bureau of Apprenticeship and Training will take over supervision after the student has graduated from high school.

Apprenticeships combine related training and work site experience. Individuals participating in apprenticeships must be registered with the Bureau of Apprenticeship and Training and have an official training plan. This clearly defined plan includes: (1) the number of hours to be worked at the specific employment site, (2) the skills/competencies to be developed, (3) the hours of related training, and (4) the name of the supervisor. Apprentices are linked with master craftsmen. These individuals guide the apprentice as they move through a two-to-five year program. The apprentice receives a work degree upon successful completion of the apprenticeship. This degree comes from the US Department of Labor.

During an apprenticeship program:

- high school students have the opportunity to begin their required training time for application toward a journeyman certification. Upon graduation, the student will receive a journeyman level certificate
- skills are learned in a practical way through a structured, systematic program of on-the-job supervised training
- standards must be clearly defined and commonly recognized throughout the industry
- manual, mechanical or technical skill development requires a minimum of 2,000 hours of on-the-job training experience and a minimum of 144 hours of related classroom instruction each year

STUDENT ELIGIBILITY

- Students must be at least 16 years of age

LIABILITY EXPOSURE

The apprenticeship program is a state and federally recognized program that operates under the BAT guidelines. The student is an employee of the sponsoring business and is covered by worker's compensation insurance. Transportation responsibility rests with the parents. The parent/guardian is a formal partner in the apprenticeship agreement.

PREPARING FOR AN APPRENTICESHIP

Successful apprentices are strongly directed and motivated. They are willing to make long-term training commitments to both school and work. Preparation includes:

- Multiple work-based learning experiences and a sequence of courses
- Related academic and technical skills
- Identification of an commitment from a sponsor
- Assurance that the site is certified by BAT or willing to be certified

STUDENT RESPONSIBILITIES

- Dress appropriately for the work site including all appropriate safety clothing and equipment
- Complete and return all required forms
- Follow safety procedures
- Show honesty, punctuality, a cooperative attitude, proper grooming, and a willingness to learn
- Meet all workplace rules and expectation
- Complete all workplace and related training requirements

EMPLOYER RESPONSIBILITIES

- Be certified by BAT
- Provide BAT written procedures
- Follow BAT written procedures
- Review progress with the student regularly
- Maintain ongoing contact with the school supervisor

SCHOOL SUPERVISOR RESPONSIBILITIES

- Verify the company is certified by BAT
- Participate in development of the BAT agreement, including related training
- Coordinate grades with the related training provided and employer
- Provide data to the work-based learning coordinator or other related personnel

SAMPLE FORMS

- *Activity Release Form*
- *Data Sheet*
- *Employer Evaluation Form*
- *Employer Feedback Form*
- *Student Application*
- *Student Commitment Form*
- *Student Feedback Form*
- *Work Site Agreement*